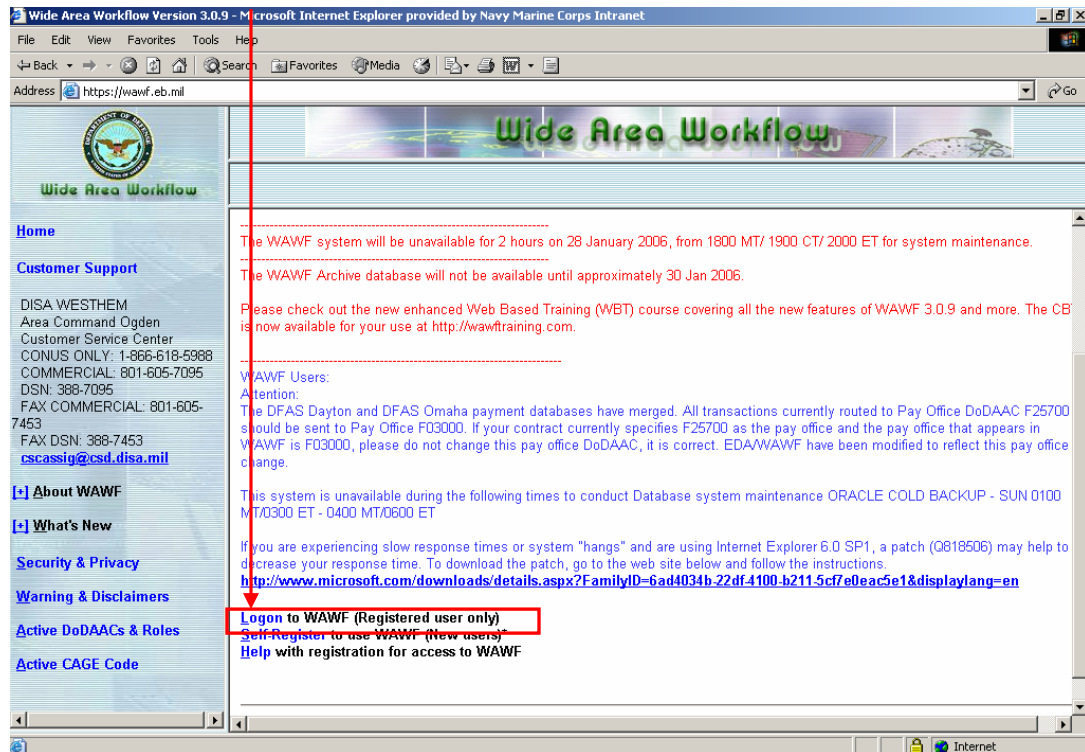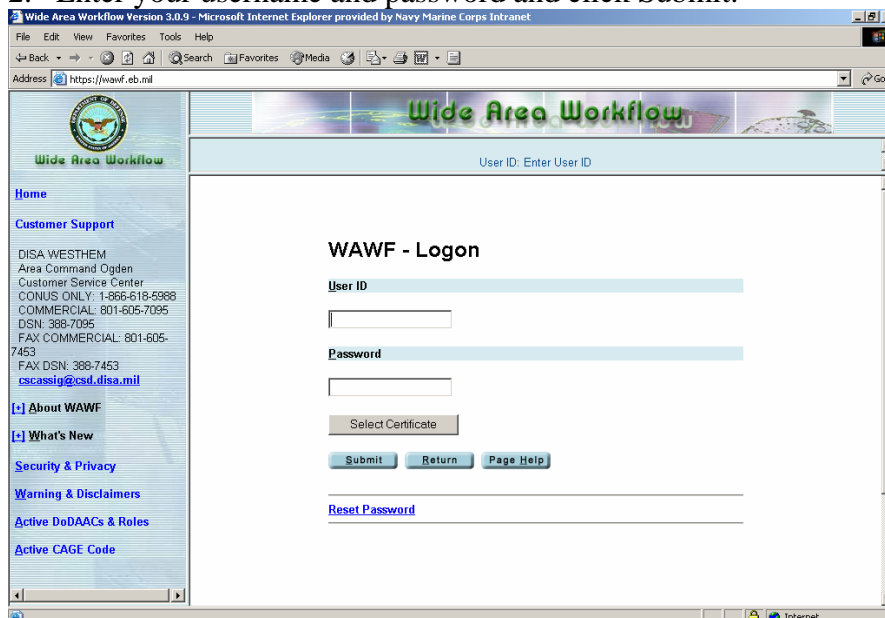# Tuition Assistance (TA) WAWF Invoice Input

1. Access the Wide Area Work Flow website at https://wawf.eb.mil. Scroll down and click the Logon link.
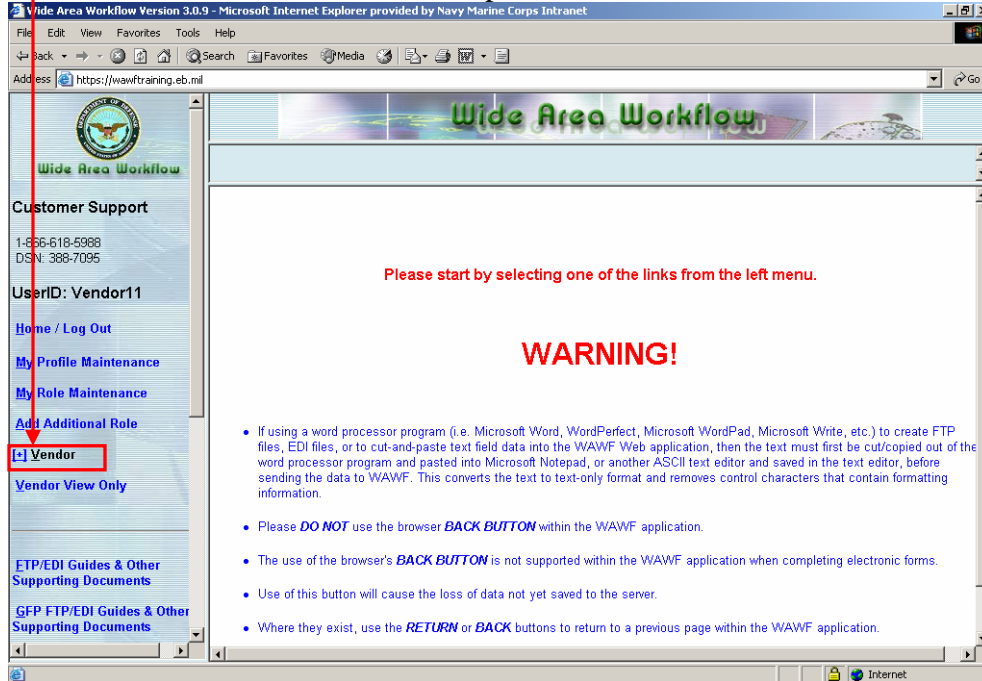

2. Enter your username and password and click Submit.

Tuition Assistance (TA) WAWF Invoice Input

3. Click the + icon next to Vendor to expand the menu.

4. Click on Create New Document under the expanded Vendor menu.

Tuition Assistance (TA) WAWF Invoice Input

5. Input your contract number, leave the delivery order blank, and choose your CAGE code from the drop down menu and click Continue. Contract number will be provided by WAWF POC (Carolina Pinto/Brenda Cox/Larry Epperson).
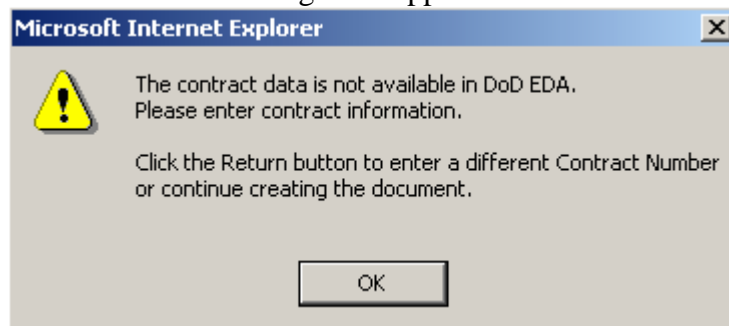
Create New Document

* = Required Fields

Contract Number *	Delivery Order	CAGE Code/Ext. *
N6382206M1056		▼

Continue   Reset   Page Help

6. Click OK to the message that appears.

Microsoft Internet Explorer ⚠

The contract data is not available in DoD EDA.
Please enter contract information.

Click the Return button to enter a different Contract Number or continue creating the document.

OK

7. Enter the Pay DoDAAC **N68566** and click Continue.

Create New Document

* = Required Fields

Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *
N6382206M105		09YY8	N68566

Continue   Return   Reset   Page Help

Tuition Assistance (TA) WAWF Invoice Input

8. Click the radio button for "Invoice". The screen will refresh as below. Click Continue.

Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC
N6382206M1056		09YY8	N68566

Search For:

Invoice No.

☐ **T**emplate [_____]

⦿ **A**ctive Documents   ○ **A**rchived Documents

Select Document to Create: *

⦿ **I**nvoice [_____ ▾]

○ Invoice as **2**-in-1 (Services Only)

○ Construction Payment **I**nvoice

○ **R**eceiving Report

○ Invoice and Receiving Report (Com**b**o)

○ Cost **V**oucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)

[Continue]   [Return]   [Reset]   [Page Help]

9. At the next screen, input the following information:
   - **Issue Date:** beginning of the fiscal year. For all FY06 invoices, it will be 10/01/2005. For all FY07 invoices, it will be 10/01/2006 etc….
   - **Admin DoDAAC:** N68322
   - **Ship to Code:** N68322 ext. TA1, TA2, TA3….TA12. It is very important to put the TA extension in so that your invoice is directed to the correct inbox for certification. Your WAWF POC will provide you the correct extension number.
   - **LPO DoDAAC:** N68322 ext. TA1 or TA6 etc…. It is very important to put the TA extension in so that your invoice is directed to the correct inbox for certification. Your WAWF POC will provide you the correct extension number.

     NOTE: For GEV & AEV (Graduate Education & Advanced Education), please use extension TA12. For Navy, Marine Corps, and Coast Guard, please use the other TA extension that was or will be provided to you by your WAWF POC.

When all fields are complete, click the Continue button.

Create New Document

* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC
N6832206M1056		1L1A9	N68566

Issue Date	IssueBy DoDAAC	Admin DoDAAC *
[ ] 🔢	[ ]	N68322

Ship To Code * / Ext.		Ship From Code / Ext.		LPO DoDAAC * / Ext.	
N68322	[ ]	[ ]	[ ]	N68322	TA3

Document Selected:

Invoice

[Continue] [Return] [Reset] [Page Help]

10. Input the invoice number and invoice date. Be sure <u>not</u> to input an invoice date that is later than the current date, or the invoice will be rejected by the certifier. Leave the Final Invoice box on N.

| Header | Addresses | Discounts | Comments | Line Item | Misc. Amounts |

Data Capture - Invoice

* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	Issue Date
N6321006MCSTA		2005/10/01

Shipment No.	Shipment Date	Final Shipment?	Invoice No.*	Invoice Date*	Final Invoice?
[ ]	[ ] 🔢	[N ▼]	[ ]	[ ] 🔢	[N ▼]

Government B/L Number		Document Total:
[ ]		$0.00

Currency Code

[USD ▼]

[Create Document] [Return] [Page Help]

Tuition Assistance (TA) WAWF Invoice Input

11. Once all invoice data is input, click on the Line Item tab. Then click on the three boxes icon under Actions.

| Header | Addresses | Discounts | Comments | Line Item | Misc. Amounts |

Line Item Details:

At least one Line Item is required.

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price	Amount	Actions

Page Help

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.

Tuition Assistance (TA) WAWF Invoice Input

12. TA bills in WAWF must be billed according to a new structure:
    a. NAVY, MARINE CORPS, and COAST GUARD should each be billed separately on individual invoices
    b. GEV/AEV (Graduate Education/Advanced Education) TA bills must be billed one invoice per student
       or
       One line item per student in the same invoice (see below):
         i. 0001 = Greg Thomas
         ii. 0002 = Maria Clark

    NOTE: For GEV & AEV (Graduate Education & Advanced Education), please use extension TA12. For Navy, Marine Corps, and Coast Guard, please use the other TA extension that was or will be provided to you by your WAWF POC.

It is very important to refer to the TA authorization numbers to determine how many Navy students vs.Marine Corp students are being billed. TA numbers follow the below construction and the first letter of the TA authorization number will indicate which service needs to be billed:

    c. N 2 ALPHA 2006 SEQ# (5 digit)
       Example: NAA200612345
         ▪ N = Navy
         ▪ C = Coast Guard
         ▪ M = Marine
         ▪ G = GEV (tracked at money level – GEV students get a stipend)
         ▪ S = STA
         ▪ E = AEV

Add CLIN/SLIN

* = Required Fields

Item No. *	Stock Part No. *	Type *		Qty. Shipped *	Unit *	Unit Price *
0001	None	SV - Services	▼	1	EA	$ 5,520

SDN		ACRN		Amount
				$ 5,520.00

Description *

TA bill for Navy Students Spring Semester. Please see attached

    d. **Stock Part No**. = NONE
    e. **Type** = SV-services
    f. **QTY Shipped** = 1 (for lump sum of each line item)
    g. **Unit** = EA for each
    h. **Unit Price =** full amount of the invoice for the service line being billed
    i. **Description** = comments, but there are no specific requirements. You will want to ensure that the certifier knows what the line item billed is for.

Once all line item information is entered, scroll down and click on the Save CLIN/SLIN button.

13. You will see a summary of the line item information you just input. Click on the Header tab.

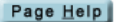| Header | Addresses | Discounts | Comments | Line Item | Misc. Amounts |

Line Item Details:

At least one Line Item is required.

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price	Amount	Actions
0001	None	SV	1	EA	$5,520	$5,520.00	✎ 🗑
					$2,250	$2,250.00	✎ 🗑

NAVY →

Page Help

14. Click on the Create Document button.

| Header | Addresses | Discounts | Comments | Line Item | Misc. Amounts |

Data Capture - Invoice

* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	Issue Date
N6321006MCSTA		2005/10/01

Shipment No.	Shipment Date	Final Shipment?	Invoice No.*	Invoice Date*	Final Invoice?
		N	S001	2006/01/27	N

Government B/L Number

Document Total: $28,000.00

Currency Code

USD

Create Document   Return   Page Help

Tuition Assistance (TA) WAWF Invoice Input

15. You will now see the summary data of your invoice. Click on the Misc. Info tab to add an attachment.

16. You will need to add an attachment to the invoice to transmit the student, course information and TA authorization number to the certifier. This attachment can be a scanned pdf document or any Microsoft Office product (Word, Excel).

    Be sure to list the following (refer to Appendix A):
    - TA Authorization Number (max character =12)
    - Student First and Last Name
    - Students' Last Four Digits of the SSN# (min character = 4)
    - Course Number (max character = 12)
    - Course Name (max character = 15)
    - Amount To Be Paid
    - NCMIS School Code (max character = 5)
    - School Name
    - Invoice Number
    - Invoice Date
    - Grades (if available; not required)

    NOTE: If the Course Number or Course Name is longer than the max character amount, please abbreviate.

Tuition Assistance (TA) WAWF Invoice Input

Click on the three boxes icon next to attachments.

17. Click the Browse button to find the document on your computer. Once you find the document, click Open. You will be returned to the screen below and will see the document path listed in the box. Click Continue.

18. The attachment will be listed in the drop down box. You can click the trash can icon to remove the attachment, or click the three boxes to add another attachment.

IRD: 2006/01/27
Date of Action: 2006/01/27
Action(s):
Attachments:
Attachments:
2005.xls

19. Once all attachments are made, click on the Header tab. Scroll to the bottom of the screen and click the Submit button.

DoDAAC: N68566

Name: DEFENSE FINANCE AND ACCOUNTING SERV

Submit   Return   Page Help

20. You will receive a message that the invoice has been submitted successfully. Click Return to go back to the document creation screen.
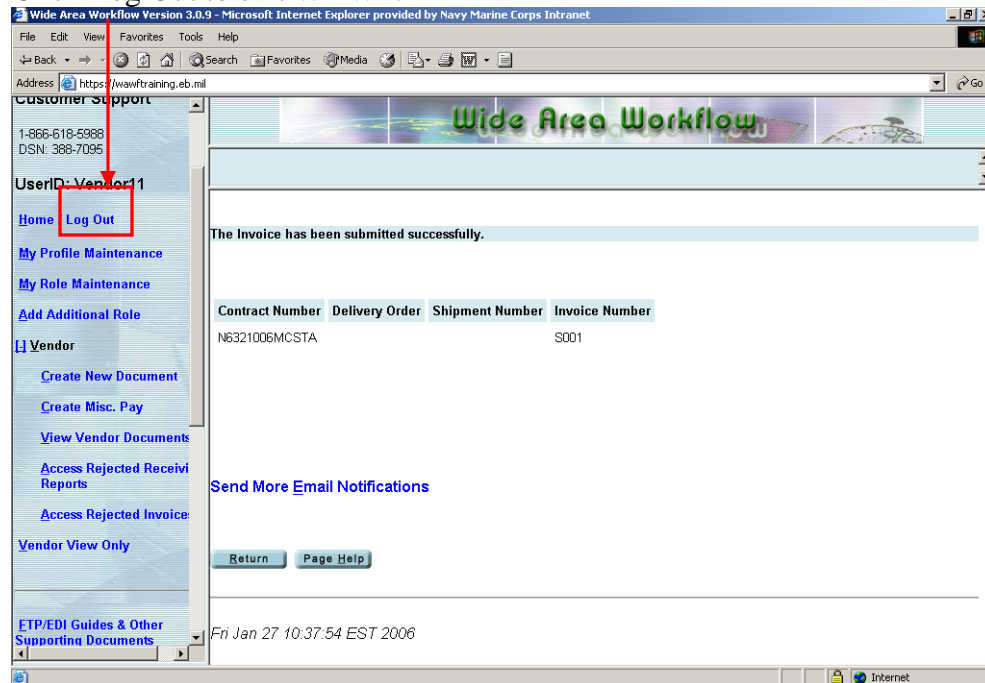
The Invoice has been submitted successfully.

Contract Number	Delivery Order	Shipment Number	Invoice Number
N6832206M1056			149686

Send More Email Notifications

Tuition Assistance (TA) WAWF Invoice Input

Click Log Out to exit WAWF.

Carolina Pinto
703-591-5100 ext. 201
Carolina@universal-inc.net

Larry Epperson
703-591-5100 ext. 219
Larry@universal-inc.net

Tuition Assistance Office NETPDTC N8111
Revised June 26, 2006
Tuition Assistance (TA) WAWF Invoice Input

Tuition Assistance (TA) WAWF Invoice Input

Appendix A: ATTACHMENT TEMPLATE

TA Authorization # (max character = 12)	Student Last Name	Student First Name	Last Four Digits of SSN	Course Number (max character = 12)	Course Name (max character = 15)	Amount To Be Paid	NCMIS School Code (max character = 5)	
TANAVY123456	Oneal	Shaquille	7337	ECON/533	Managerial ECON	$2,500.00	1056A	University Of